

# Student Organization Constitution of The Ox: Catholic Student Magazine

## **Article I - Name**

The Ox: Catholic Student Magazine

## **Article II - Purpose**

The Ox: Catholic Student Magazine exists to publish a semesterly magazine for and by the Catholic community at Iowa State. Our goal is to publish quality essays, short stories, poetry, and artwork produced by and for the Catholic student population.

## **Article III - Statement of Compliance**

The Ox: Catholic Student Magazine abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Ox: Catholic Student Magazine agrees to annually complete President's and Treasurer's Training.

## **Article IV - Non-Discrimination Statement**

Iowa State University and The Ox: Catholic Student Magazine do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

## **Article V - Membership**

The Ox: Catholic Student Magazine has no specific requirements for members to join.

## **Article VI - Officers**

The officers of this organization must meet the following requirements:

(a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate-level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

## Election Process

Candidates will each have 5 minutes to speak with club members during a general meeting. After candidates speak, voting will occur by raising hands. A simple majority vote by members is required to elect an officer. The general election will be held annually near the end of each spring semester.

Impeachment or removal of an officer may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another club member. Impeachment proceedings may be initiated by a written complaint submitted to the President. If impeachment charges are being brought against the President, the written complaint should be submitted to the Treasurer. To move forward with impeachment proceedings, 2/3 of executive officers must vote to continue the removal process. The officer being impeached should be notified at least 2 weeks before the general impeachment hearing. The officer will have 5 minutes to speak in front of the general membership, then a secret ballot will be held. An officer can be impeached by a simple majority vote of members.

To fill an officer vacancy, a special election will be held within two weeks of the previous officer's leave. The special election will follow the same procedures as general elections.

Officers are up for reelection every semester with a term limit of two years. The elections will be held the third to last week of every semester.

Below is a list of the officer positions and their prospective duties

### President (Editor and Chief)

- Presides over meetings of the organization
- Calls special meetings of the organization
- Facilitates executive board meetings
- Oversees the activities of officers and general members
- Prepares and files any required reports
- Maintains membership records in the student organization database
- Maintains contact with the organization's Advisor
- Represents the organization to the University
- Selecting and editing submissions for the magazine

### Treasurer

- Works with Advisor to approve each expenditure before payment
- Keeps all financial records of the organization

- Prepares an annual budget
- Holds the purchasing card (p-card) for the organization
- Prepares all funding requests
- Advises members on financial matters
- Collects member dues
- Prepares purchase orders or supply requests
- Coordinates fundraising drive
- Maintains an inventory of all organization equipment and property

#### Publication Director

- Preparing the graphic design and formatting of the magazine
- Sending in required documents and finalizing the magazine for printing
- Assisting with the selection and editing process
- Any other duties may arise with the logistics of publishing the magazine

#### Marketing & Communications Director

- Employ media outlets to inform the campus community about the organization's activities
- Create a membership newsletter to keep members informed and involved with the organization
- Design physical and virtual graphics to market the organization
- Create and distribute all advertisements and designs
- Take photos and videos at the organization's events

#### Events Director

- Preside over the planning and implementation of the organization's public events
- Work with the treasurer to remain within budget for all events
- Establish and maintain relationships with vendors and campus partners
- Supervise event staff
- Reserve rooms/spaces for the organization's events
- Order food and supplies for events
- Complete event authorization process and ensure that all necessary paperwork is completed and submitted to the university
- All the responsibilities of the Risk Management Officer
  - Help minimize potential risks for club activities
  - Recommend risk management policies or procedures
  - Submit documentation to ISU's Risk Management Office
  - Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

## **Article VII - Advisor**

The Advisor of this organization shall attend executive meetings at least once per semester, maintain communication with university administration, and assist with the leadership development of the organization's officers.

The Advisor of this organization shall be selected by a unanimous decision of the executive officers.

The Advisor of this organization shall serve an indefinite term length at their leisure.

Impeachment proceedings for the Advisor shall follow the same format as Officer impeachment proceedings. The replacement of the advisor will be appointed unanimously by the executive officers.

## **Article VIII - Finances**

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.

In order to minimize costs to its constituents, dues may be levied at the discretion of the executive officers. The total amount of dues per semester will not exceed \$100. Members will be notified of the collection of dues at least one week prior and be provided with a list of what those dues are intended for. Dues may be vetoed by a simple majority of all voting members or by the Advisor.

The treasurer may delegate usage of the purchasing card to the other executive officers.

All financial records must be retained for a period of two years.

Following the potential dissolution of this organization, the remaining funds shall be distributed among members with a vested interest in continuation of the publication, or failing the aforementioned subject to the Advisor's judgment, distributed equally between its current remaining members.

## **Article IX - Amendments and Ratifications**

A proposal to amend this constitution may be extended to Officers by any voting member of the organization. Proposals should be presented to the general membership at least one week

before the vote. A constitution may be amended with a 2/3 vote of members. The amended constitution will be submitted within 10 days to Student Engagement for approval.